

# Squadron Visitation Report Clarification

1. **Squadron Data Report:** This report is due to Department/Detachment Headquarters by **April 15th** of each year. Please email copies to both the Department Adjutant and the Detachment Adjutant.
2. **Officer Elections:** Each year, Squadrons must elect a minimum of three officers: **Commander, Adjutant, and Finance Officer.**
3. **Officer's Certification Form:** This form must be received by Department/Detachment Headquarters no later than **five business days** prior to the start of the Department/Detachment Convention.
4. **Consolidated Squadron Report:** This report must be filed via **MyLegion** no later than **July 1st** of each year.
5. **Basic Training:** Training is available online at [www.legion.org/alei](http://www.legion.org/alei). Additionally, The American Legion provides in-person courses throughout the year as requested by a Post or Squadron (minimum attendance required).
6. **Mentorship:** Current Squadron Officers are encouraged to provide guidance and mentorship to potential upcoming Squadron leaders.
7. **Monthly Meetings:** In accordance with the Detachment Constitution & Bylaws, all Squadrons are required to **meet monthly**.
8. **Meeting Procedures:** The Squadron Handbook outlines the "Order of Regular Squadron Meeting" on **pages 22 through 25**.
9. **Constitution & Bylaws:** All Squadron Constitution & Bylaws must be filed with the Department/Detachment of Tennessee. It is recommended that these documents be reviewed and updated at least **every ten years**.
10. **Membership Requirements:** Per the Detachment Constitution & Bylaws, Squadrons must maintain a minimum of **ten (10) paid members**.
11. **District Meetings:** Meetings are held three times per year: the Commander's Tour, the Regular District Meeting, and the District Convention (where Legion and SAL District Commanders are elected).
12. **Detachment Meetings:** The Detachment meets twice annually for the Mid-Winter Conference (typically in January) and the Detachment Convention (typically in June).
13. **Resources:** The Department of Tennessee website, [www.tennesseelegion.org](http://www.tennesseelegion.org), contains important information for the American Legion Family under the "SAL" tab.

**Note:** All reports should be submitted via email and carbon-copied (CC'd) up the **chain of command**.